



**TOWN OF ARLINGTON**  
DEPARTMENT OF PLANNING and  
COMMUNITY DEVELOPMENT

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**MEMORANDUM**

To: CDBG Subcommittee  
From: Mary Muszynski  
Date: May 2, 2024  
RE: Off-Cycle CDBG Requests for Funding

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**Overview**

*Background*

Each year, the Arlington CDBG program allocates its grant award from HUD to numerous Subrecipients who utilize those funds for a range of housing, economic development, public services, public facilities, planning and administrative activities. Some years, Subrecipients do not use their grant in full. This happens for many reasons, including costs being lower than expected, budget changes, or because a project has been cancelled altogether. When this happens, these funds become available for reprogramming to new or existing activities.

*Available Funding*

We currently have \$170,355.86 to be reprogrammed from 2021, 2022, and 2023 grants.

*What types of activities can and can't be funded?*

These funds can be used to make grants to Affordable Housing, Public Facilities, and Economic Development projects. Due to HUD's statutory caps that limit the amount of funding that can be dedicated to Public Services, Planning, and Administration activities, funds cannot be reprogrammed to these activities without impacting current year budgets.

**Process**

Throughout the year, the Town receives inquiries about available funding for many different projects. When those projects align with CDBG goals, but the timelines don't fit into the CDBG funding cycle, we retain project information. If funds become available during the year, these organizations are invited to submit a request for funding. Requests are then reviewed by the CDBG Subcommittee. In order to formalize any changes and make grants in accordance with HUD policy, the CDBG Administrator determines whether the change constitutes a "substantial change" to the CDBG Annual Action Plan. The process for making substantial changes to CDBG Annual Action Plans is outlined on Page 2-3 of the [CDBG Citizen Participation Plan](#). For changes that are not considered "substantial," the CDBG Subcommittee's approval is the necessary endorsement that enables a Subrecipient Agreement to be issued to the applicant.

**Off-Cycle CDBG Requests & Staff Recommendation**

There are currently two viable requests for funding that meet CDBG objectives and that are ready, or nearly ready, to begin work. If this request is funded at the level of request, approximately \$45,355.86 will remain in unspent CDBG funds available from prior year grants. These funds will remain available to be reprogrammed to future eligible projects within statutory limits.

Applicant	Proposed Project	Requested Funds	Recommended Funds	Origin Year Grant	Substantial Amendment triggered?
Arlington Department of Public Works	Curb Ramps Installation Project	\$125,000	\$125,000	Program Years 2021 and 2022	Yes

Town of Arlington	ADA Accessible Sidewalks	\$65,000	\$65,000	Program Year 2022	No
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